



## SUMMARY OF DISABILITY

THIS FORM **MUST BE COMPLETED FOR ALL INITIAL CLAIMS.** ALL BENEFIT TIME **MUST** BE DOCUMENTED FROM DATE OF ACCIDENT THROUGH RETURN TO WORK DATE.

Agency		Date of Accident / Incident		Bargaining Unit	
Injured Employee		Date Form Completed		Central File #	
Benefits Utilized as a result of the accident / incident	Number of Days	Provide Dates		Amount Paid	
Service Connected					
Regular Days Off					
Accumulated Sick Leave					
Compensatory Time					
Holiday Time					
Vacation Time					
Personal Time					
TTD					
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Other (Explain)					
(Reinstated)					
TOTAL					
Date Returned to Work _____ If T.T.D. reinstated, RTW Date _____ T.T.D. Termination Date _____ (Month, Day, Year) (If different than RTW date)					
<b>Computation of Workers' Compensation Rate</b> (Use calculation formula shown below to ensure accuracy.)					
Month / Year thru Month / Year					
	_____ Months at \$ _____		Equals \$ _____		
	_____ Months at \$ _____		Equals \$ _____		
	_____ Months at \$ _____		Equals \$ _____		
<i>If Applicable:</i> Mandatory Overtime Income	_____ Months at \$ _____		Equals \$ _____		
Is this individual a contractual employee? Yes No Total Yearly Salary \$ _____					
Average Weekly Salary (Divide Yearly Salary by 52 or, if less than 12 months divide by <b>actual</b> # of weeks)		Weekly T.T.D. Rate (2/3 Weekly Salary)			
\$ _____				\$ _____	
Daily T.T.D. Rate (1/7 Weekly T.T.D. Rate)		P.P.D. Rate (60% of A.W.W.)			
\$ _____				\$ _____	